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PROPOSAL TO THE ACADEMIC SENATE

TITLE: Evaluation of the Dean of the College of Arts and SciencesSUBMITTED BY: ProvostDATE: January 6, 1984

Indicate the action required: Legislative, Concurrence, or Consultative, and refer to the appropriate reference in the Senate Constitution (Article IIB, 1, 2, 3).

ACTION IS: Consultative REFERENCE IS: II, B, 3, h

DESCRIPTION OF PROPOSAL: State objectives, rationale, and how proposal is to be implemented

See attached.



The University of Dayton

October 21, 1983

Brother Joseph W. Stander, S.M.
Vice President for Academic Affairs and Provost
University of Dayton
CAMPUS

Dear Brother Stander:

As a result of our conversation of last week and subsequent consultation between myself and the Chairpersons of the College of Arts and Sciences, I am requesting that you approve the following procedures as the components of my evaluation as Dean of the College of Arts and Sciences:

- 1) Submission of a written self-evaluation by the Dean of Arts and Sciences.
- 2) Appointment of an ad-hoc Evaluation Advisory Committee which will prepare the major evaluation instrument(s) to be used, supervise the administration of the survey, gather the results of the survey, prepare summary reports, and provide any other staff support the Provost requires. It is clearly understood that the Provost will conduct the evaluation and the Committee will function only in a supporting role.
- 3) Interviews by the Provost with as many of the Chairpersons and Program Directors of the College as desire such interviews.
- 4) Interviews by the Provost with approximately twenty (20) randomly selected faculty members (excluding Chairpersons and Program Directors) from the College of Arts and Sciences.
- 5) Interviews by the Provost with whatever additional members of the administration, faculty, or staff he judges necessary to provide a comprehensive view of the Dean's performance.
- 6) A final interview by the Provost with the Dean to discuss the results of the evaluation.
- 7) A written report, with recommendations for future action, submitted by the Provost to the President of the University.

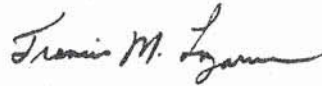
Brother Stander, S.M.
October 21, 1983
page 2

I would also like to confirm that the criteria for evaluation will consist of those areas of responsibility described in the "Position Description for the Dean of the College of Arts and Sciences" (copy enclosed) which you sent to me with my initial letter of appointment dated January 15, 1980.

Finally, may I propose that, in accordance with Article II, B, 3, h of the Constitution of the Academic Senate, we submit this letter, as approved by you, to the Executive Committee of the Academic Senate for consultation.

Thank you for your concern with the quality of my evaluation.

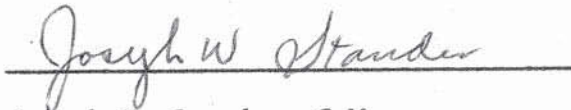
Sincerely,



Francis M. Lazarus, Dean
College of Arts and Sciences

FML:tr

Approved



Joseph W. Stander, S.M.
Vice President for Academic Affairs
and Provost

cc: Brother Raymond L. Fitz, S.M.

POSITION DESCRIPTION
FOR THE
DEAN OF THE COLLEGE OF ARTS AND SCIENCES

Introduction

The position of Dean of the College of Arts and Sciences is a crucial one in the structure of the University of Dayton. As outlined in the document on The Purposes and Nature of the University of Dayton, the University, in a continuation of its Marianist tradition, offers instruction in Arts and Sciences for all students and maintains "its dedication to the humanities as a sustaining element in all its instructional components". In the description that follows, this underlying principle should be clearly understood.

I. AUTHORITY AND ACCOUNTABILITY

The Dean will have the authority to administer academic, personnel, and financial policies of the College of Arts and Sciences.

As a line administrator under the organizational plan of the University of Dayton, the Dean is accountable to the Vice President for Academic Affairs and Provost of the University for the successful accomplishment of the responsibilities outlined below and for those activities which lead to the fulfillment of:

- a. the mission and purposes of the University of Dayton,
- b. the objectives of the College of Arts and Sciences, and
- c. the objectives of the academic departments and programs within the College.

II. RESPONSIBILITY

A. With Respect to the Organization of the College, the Dean is expected:

1. To organize the College of Arts and Sciences in order to assure effective and efficient operation for the accomplishment of its mission and objectives.
2. To establish the necessary positions, divisions and departments for the adequate administration of the College and to make the necessary appointments to such positions.
3. To call and preside at regular meetings of the chairpersons and program directors of the academic departments and programs.
4. To establish the necessary committees which may be helpful in the development of the College objectives, policies and procedures.

5. To supervise the personnel of the College in accordance with University policies, such as recruitment, evaluation, development, promotion, tenure, affirmative action, etc.
6. To ensure faculty observance of all academic policies and procedures of the University.
7. To encourage and develop significant programs of research and scholarly activity.
8. To supervise the preparation and development of all budgets throughout the College.
9. To develop and update long range planning for the College.
10. To coordinate the use of space and facilities assigned to the College and outline the development of future needs.
11. To initiate and encourage interdisciplinary efforts within the College and with the professional Schools.
12. To establish in the office of the Dean the proper procedures for advising students with special academic problems, procedures for the admission of transfer students, procedures for reviewing candidates recommended for graduation and any other necessary student relations.
13. To assure quality in all graduate and undergraduate committees.

B. With respect to Departments and Programs, the Dean has the Primary Responsibility:

1. To select and evaluate chairpersons and program directors.
2. To advise and assist chairpersons in the location and recruitment of highly competent faculty in the departments.
3. To insure that departments are aware of and follow University policies regarding all academic, faculty, fiscal, personnel and student matters.
4. To develop regular procedures for the evaluation of faculty, courses, curricula and programs.
5. To see that chairpersons maintain adequate files and documentation on course offerings and syllabi, textbooks, etc., and such records as required for adequate student advising.

6. To encourage professional growth of the departments and programs and to keep aware of the balance between teaching, research and community service.
 7. To ensure that each department maintains effective advising procedures.
- C. With Respect to Other Areas of the University and Community, the Dean has the Responsibility:
1. To develop and maintain contacts with appropriate representatives of government, sponsors of research, other schools and foundations, business, labor, professional and public groups to the extent required for effective leadership and administration.
 2. To coordinate the instruction and research activities with the Deans of the professional Schools, particularly in the area of service courses.
 3. To coordinate the graduate instruction and research activities with the Dean for Graduate Studies and Research.
 4. To establish and maintain effective working relationships between the College and other University administrative units.

III. PROFESSIONAL AND PERSONAL QUALIFICATIONS

A. Professional

1. Earned Ph.D.
2. Evidence of scholarship.
3. Academic administrative experience.
4. Evidence of teaching experience.
5. A thorough understanding of and vigorous support of the educational purposes of a Catholic Marianist University.
6. An understanding of the purpose of a College of Arts and Sciences and its relationship to the rest of the University.
7. Knowledge of accrediting procedures.
8. Appreciation and understanding of the challenges facing contemporary private universities.

B. Personal

1. Capable administrator.
2. Scholar.
3. Humanistic.
4. Sensitive.
5. Persuasive.
6. Creative and innovative.

Office of the Provost
March 30, 1979